

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
June 1, 2016**

Chairman Smith called the meeting to order at 9:03AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Ben Nutter. Member Josh Rownd and ex-officio member Selectman Mark Lyons were absent. Board of Selectmen Executive Assistant Susan Sordello was also present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates, Inc representatives Doug Manley, and residents Dick Gandt and Selectman Boyd Jackson.

TH Preservation, Renovation and Expansion Project: Chairman Smith opened the meeting and turned it over to McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley. Refer to Doug Manley's meeting minutes # 15.

Window Restoration Project: An update of the air quality issue was provided. There was a brief discussion relative to the storm windows and if they should be operable or not. More research on the matter was suggested.

At 10:30AM Member Liz Mulholland made a motion to adjourn, seconded by Member Ben Nutter; so voted: 4-0

Respectfully submitted from Susan Sordello's notes,

Donna C. Rich
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda
2. McGinley Kalsow & Associates Inc letter/proposal dated 2/22/16
3. Draft of Notice of Intent to McGinley Kalsow & Associates Inc
4. Letter dated 5/27/16 from Donohoe Survey Inc for services
5. Letter dated 5/26/16 from Board of Health Agent, John Coulon

Approved as amended at the July 22, 2016 Town Hall Building Committee meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.
